

**CLASS TITLE: HUMAN SERVICES FACILITY INSPECTOR**

**Class Code: 02257500**

**Pay Grade: 17A**

**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform fire safety inspections for the purpose of ensuring compliance with fire safety standards in state and federal codes, laws, regulations and policies in the area of child care facilities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed for results attained and for conformance to codes, laws, regulations and policies.

**SUPERVISION EXERCISED:** Usually none, but on occasion may supervise the work of others assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform fire safety inspections for the purpose of ensuring compliance with fire safety standards in state and federal codes, laws, regulations and policies in the area of child care facilities.

To inspect foster homes, group homes and day care homes throughout the state to determine if construction, use, occupancy and maintenance are in accordance with established standards and laws.

To inspect fire protective equipment, heating units, exit lights, doors, fire escapes, window grills, and all structural aspects of buildings for possible fire safety hazards;

To investigate complaints regarding violations of established fire safety standards.

To prepare and submit written reports listing deficiencies and violations of all investigations, and to establish and enforce time frames for corrections; to re-inspect as required to ensure correction has been implemented.

To consult and recommend to appropriate persons those improvements, alterations, modifications and/or changes required to conform to established standards.

As required, to testify at hearings and in court as to the conformity of plans and buildings to established fire safety standards.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices, techniques and principles of fire safety inspections in order to ensure compliance with fire safety standards; knowledge of pertinent state and federal codes, laws, regulations and policies concerning single family dwellings and apartments used as foster homes and facilities used as group homes; the ability to prepare written reports; the ability to assist building owners or tenants in bringing their buildings into conformance with the fire safety standards; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained through: employment performing fire safety inspections.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: October 7, 1990

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